THE UNIVERSITY OF KANSAS

Human Resource Management

Modify Clock (Punch) Times

Human Resources & Payroll (HR/Pay) system address hr.ku.edu

Empowering a Community of Excellence

Navigation: *Main Menu>Manager Self Service>Time Management>Report Time>Timesheet*

- Search Page is displayed: Select Get Employees button or Search for an individual and then Select Get Employees button. Select the employee's name in the grid to view their timesheet; a new page will display.
- Timesheet Date – enter the date if needed and you may also change the View By (calendar period will show 2 weeks). There is also a Previous Week link. If you make a change to the date you will need to refresh using the green arrows.
- May need to use scroll bars on the side and bottom to view all the data.
- If you need to add or delete a row the + and - are on the far right side.
- Be sure you are under the correct Date and column, In, Temp Out, In, Out.
    - Student hourlies only use In and Out columns.
    - Staff use Temp Out when they are coming back (e.g. lunch, doctor visit etc.) and then use Out when they have completed their work for the day.
- If you need to change a time, you may type over it. If you need to remove a time, you may delete the entire row (if it's the only time on the row) or just delete the time in the field.
- You may use the regular cut and paste features to move the time from one column to another.
- You may just type in A for am or P for pm after the time.
- Please select the correct Time Reporting Code from the drop down.
- Comments (call out) is on the far left. It is suggested that you paste in the email from employee or type in notes as to why you are making the change. This may be used as the official system change documentation.
- Select OK on the Comment.
- Select Submit to save the Timesheet.

This is a sample of adding an out punch based on an employee email which was pasted into the comments.